



## STATE OF WASHINGTON

### DEPARTMENT OF SOCIAL AND HEALTH SERVICES

P.O. Box 45201, Olympia, Washington 98504-5201

## ITEIP CLARIFICATION MEMO

**ITEIP #04-001**

**June 24, 2004**

**TO:** Early Intervention Services Contractors and Providers  
School Districts  
Lead Family Resources Coordinators  
State Interagency Coordinating Council  
Other Interested Parties

**FROM:** Sandy L. Morris, Program Director  
Infant Toddler Early Intervention Program (ITEIP)

**SUBJECT:** SCHOOL DISTRICTS SERVING CHILDREN BIRTH TO THREE

**PURPOSE:** Clarification on the Individualized Family Service Plan (IFSP) team and the role of school districts serving children birth to three.

**BACKGROUND:** In January 2001, WAC 392-172 was changed to clarify that school districts serving children, birth to three, follow the Individuals with Disabilities Education Act (IDEA), Part C, and the Infant Toddler Early Intervention Program (ITEIP) policies and procedures.

**WHAT'S NEW, CHANGED, OR CLARIFIED** Clarification has been requested regarding the role of school districts and the IFSP team in providing early intervention services under IDEA, Part C.



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**ADSA** Aging & Disability  
Services Administration

**ACTION**

If a school district chooses to serve or is serving children, birth to three, the district must participate in the development of an Individualized Family Service Plan (IFSP) as part of the IFSP team. A registered Family Resources Coordinator (FRC) is to be the team facilitator. School district services and funding must be designated on the IFSP for the services provided by the district. School districts submit the count monthly, of the number of children with completed IFSPs, to the Office of Superintendent of Public Instruction.

If a district is serving children, birth to three, the district must serve all eligible children within the district, as described on individual IFSPs. Districts may not choose to serve some children, birth to three, within their district and not others.

School districts are responsible for providing services, as determined on an individual basis and, as such, may not arbitrarily limit services by type of service. School districts' staff, as members of the IFSP team, are community partners with other early intervention service providers. The IFSP team determines, on an individual basis, the services an eligible child should receive and the districts' and other service providers' responsibilities in providing and funding specific IFSP services.

School districts who are serving children, birth to three, by contracting with other agencies to provide services, must assure their contracts clarify the role and responsibilities the school districts are funding through the contract. All parties including local lead agencies and school districts must work together to ensure local interagency agreements and county plans are in place per RCW 70.195.

**RELATED  
REFERENCES:**

Washington State's Federally Approved Plan, Section IV, pages 15 through 19, Individualized Family Service Plan (IFSP).

**ATTACHMENT(S)**

None

**CONTACT(S):**

Feel free to contact ITEIP, by phone at (360) 725-3500, so staff can assist you, or Sandy L. Morris, Program Director, at (360) 725-3516, email [LoercSK@dshs.wa.gov](mailto:LoercSK@dshs.wa.gov).